

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



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NUMBER 2.1

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Establishment of an Employee Safety Program

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that an employee safety program has been established

PROCEDURE: The Equipment Services' employee safety program has been established through a variety of formal programs already in place:

- The Standards of Conduct for Non-uniformed Bargaining Unit City Employees, Non-bargaining Unit City Employees and Part Time, Seasonal and Temporary City Employees require all employees to perform duties in a safe manner, not to pose a safety threat to themselves or a fellow employee, to report immediately any unsafe conditions, to maintain and wear issued safety equipment on the job at all necessary times, and drivers are to obey all posted speed limits and safety rules.
- The Division's Safety Committee reports decisions and makes presentations at monthly "all staff" meetings on various safetyrelated processes, procedures, and updates.
- The Division's Safety Committee also recommends City-wide periodic trainings to staff. For example, fire extinguisher training was taught by the Rochester Fire Department in 2009.
- There is a formal "train-the-trainer" program in which division supervisors and managers meet with the City's Safety Coordinator in a one-on-one monthly rotation basis to receive safety training. Then these training topics are presented to fellow managers, supervisors and other Division personnel in a group setting, on the shop floor or in our training room.

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 Four members of the Equipment Services' Safety Committee also are a part of the Bureau of Operations & Parks Safety Committee. The latter committee meets once a month to discuss safety topics. The topics are brought back to Equipment Services for dissemination at in-house safety committee meetings.

PREPARED BY: Jerry West, Equipment Training Coordinator

DATE: June 30, 2010